

Notice of Career Opportunity

United States District Court Eastern District of Missouri



Posting Date: January 7, 2009

Position Title: Assistant Case Manager I

Starting Salary: CL 24 \$33,770 - \$42,214
With promotion potential to Assistant Case Manager II
CL26 \$41,070 - \$51,345

Position Location: St. Louis, MO

Closing Date: Open until filled

*** Applications/Resumes will be considered as they are received ***

POSITION SUMMARY:

The Assistant Case Manager I position operates in a team environment and must handle all aspects of judicial support. Duties will include docketing, case management of civil and criminal cases, preparation of reports, electronic court recording, and courtroom coverage.

JOB REQUIREMENTS:

Good communication and clerical skills are required and computer experience is helpful. Prior court or legal experience is preferred with an ability to comprehend legal terminology. The ability to work effectively under pressure and adapt to a variety of duties is necessary. College degree and/or paralegal certificate is required.

BENEFITS:

10 Paid holidays
13 Sick days per year accrued
13 Paid Vacation days for less than 3 years of service
20 Paid Vacation days for 3 to 15 years of service
26 paid Vacation days 15 or more years of service
Family Medical Leave Act Provisions

Health Insurance Benefits (variety of plans)
Life Insurance
Long Term Care Insurance
Flexible Benefits
Federal Employee Retirement Plan
Thrift Savings Plan with Investment Options

Position is subject to mandatory Electronic Funds Transfer participation for net pay.

HOW TO APPLY:

Submit cover letter and resume to:

nicole_rode@moed.uscourts.gov

United States District Court
Eastern District of Missouri
Attn: Nicole Rode (AC M 1-09)
111 South Tenth Street, Room 3.300
St. Louis, MO 63102

Equal Opportunity Employer